



## **PLANNING COMMISSION AGENDA**

**Thursday, January 19, 2012**

**6:30 p.m.**

**Coon Rapids City Center**

**Council Chambers**

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### **Call to Order**

### **Pledge of Allegiance**

Oath of Office Commissioner Stephenson

### **Adopt Agenda**

Approval of Minutes of Previous Meeting - 12/15/11

### **New Business**

1. Consider Adoption of the 2012 Rules of Order, Internal Procedures and and Policies, and Code of Ethics

### **Other Business**

### **Adjourn**



## **Planning Commission Regular**

**1.**

**Meeting Date:** 01/19/2012

**Subject:** Consider Adoption of the 2012 Rules of Order, Internal Procedures and Policies, and Code of Ethics

**From:** Scott Harlicker, Planner

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### **INTRODUCTION**

The Planning Commission is asked to adopt the 2012 Ethics, Rules of Order and Internal Procedures and Policies.

### **ACTIONS**

N/A

### **60 DAY RULE**

N/A

### **LOCATION**

N/A

### **DISCUSSION**

The Commission is asked to adopt its Ethics, Rules of Order and Internal Procedures and Policies. These are standard documents the Commission adopts at the beginning of each year and which are updated from time to time to reflect new procedures, technology, and organizational preferences. There are no changes proposed for 2012.

### **RECOMMENDATION**

It is recommended the Commission adopt the 2012 Ethics, Rules of Order, and Internal Procedures and Policies, making any modifications it deems necessary.

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### **Attachments**

PC Ethics 2012

PC Rules of Order 2012

PC Procedures and Policies 2012

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## PLANNING COMMISSION CODE OF ETHICS-2012

### A. GIFTS

Commission members shall avoid unofficial visits to a planning petitioner's office, home, cabin, architect, attorney, engineer or similar situations. Gifts of cash, liquor, company products, tickets or other items shall not be accepted.

### B. MEALS

The Planning Commission shall not accept a meal from a planning petitioner.

### C. PRIVATE MEETINGS

#### 1. General Rules

The Planning Commission believes that one of the quickest ways to endanger public confidence in the Planning Commission's decisions is for the Commission members to meet privately with people whose interests are affected by the Commission's actions. Therefore, it is the Commission's policy to seek input from planning petitioners and the public only during publicly held meetings. The purpose for this is to avoid giving the public impression that the Commission has come to a decision on a planning case before the meeting where the case is heard.

#### 2. Electronic Communications at Public Meetings.

The Planning Commission recognizes that Commission business communications between members of the Commission and others in a public forum need to be available to the public so as to comply with laws regarding public meetings and to promote the fair exchange of ideas in the processing of development proposals, ordinance changes, and other business coming before the Commission. The Commission further recognizes that innovations in electronic communication allow for a variety of means of communication that might be kept from public view. Therefore the Commission adopts the following rules of conduct:

- a. Subject to the exceptions in Section 2.c., it is inappropriate for any Commission member, during a public meeting, to include workshop sessions, to engage in Private Communications with another commission member, developer, member of staff, or any other person, regarding any item on that meeting's

agenda. For this purpose, “Private Communications” include, but are not limited to, oral communications, cellular telephone conversations, text messages, web-based messaging, or any other form of communication that is concealed from public view.

b. A Commission member receiving a Private Communication from any person during the meeting must determine if its contents are inappropriate under Section 2.a. If the member determines, or is unsure if, its contents are inappropriate, the member must report the contents immediately to the Chair, who shall make a determination if the contents are inappropriate and disclose the contents to the public in such case.

c. Excepted Communications: The Planning Commission may receive, for the purpose of explaining or assisting in drafting, viewable motion language from staff in a format inaccessible to the public, provided the language relates only to the item currently before the Commission, and Staff concurrently with the transmission states verbatim the communication in the public record.

d. Excepted communications in Section 2.c do not become part of the official motion of the Planning Commission unless and until explicitly adopted in a Proper Motion stated orally on the record or adopted in a Proper Motion signed by the Chair in written form.

Considered and approved this 19<sup>th</sup> day of January, 2012.

PLANNING COMMISSION  
CITY OF COON RAPIDS, MINNESOTA

## PLANNING COMMISSION RULES OF ORDER-2012

### A. REGULAR MEETING DATES

The regular Commission meeting date shall be the third Thursday of each month. During months where a large number of agenda items are requested to be heard by the Commission, the Commission may add the fourth Thursday of the month as a regular meeting date. The Commission may change or add regular meeting dates as circumstances warrant.

### B. TIME AND PLACE

Planning Commission regular meetings shall be held in the City Council Chambers at the City Center beginning at 6:30 p.m. Time of adjournment shall not be later than 11:00 p.m. unless extended by a majority vote of the Commission.

### C. SPECIAL MEETINGS

The Commission may establish special meeting dates upon the call of the Chair or by a majority vote of the Commission to conduct work sessions, neighborhood meetings, comprehensive plan public hearings and City tours. The *Coon Rapids Herald* shall be informed of all such meetings prior to such meetings. The City's web-site and other available media resources should also be used to announce such meetings.

### D. QUORUM

A quorum for the Commission shall be four (4) members from a total of seven (7). If a quorum is not present within thirty (30) minutes of the scheduled meeting time, the meeting may be tabled to a date certain and if a quorum is not present within sixty (60) minutes of the scheduled meeting time, the meeting shall be tabled to a date certain.

### E. VICE CHAIR

The Commission shall select a Vice Chair at its first regular meeting of the calendar year. The Vice Chair shall chair Commission meetings in the absence of the Chair.

F. ABSENCE OF CHAIR AND VICE CHAIR

In the event that both the Chair and Vice Chair are absent from a meeting at which a quorum is otherwise present, an Acting Chair may be selected from and by the members present to conduct the business of the Commission.

G. MINUTES

For the purpose of recording official action, the Director of Community Development shall designate a person as recording secretary.

H. AGENDA

The Director of Community Development is designated as the Commission's representative for the receipt of items to be brought before the Commission, to handle administrative matters relating to those items and for establishing agendas for meetings. In addition, the Director of Community Development or staff may conduct such other business for the Commission as they may so request.

I. VOTING ORDER

Voting to be done by verbal vote; order of voting to be rotated with each roll call vote.

J. CONFLICT OF INTEREST

A conflict of interest may occur when a Commissioner may receive private benefit as a result of action taken by the Commission. Private benefit may be direct or indirect and may create a material personal gain to the Commissioner or provide an advantage to relations, friends or associates of the Commissioner. If a Commissioner feels he or she may have a conflict of interest resulting from any matter before the Commission, the Commissioner shall declare that he or she has a conflict publicly at any meeting during which the matter is under discussion. The Commissioner shall vacate his or her seat and the chambers. The Commissioner shall not discuss the merits of the matter with other Commissioners.

K. ORDER OF CONSIDERATION OF AGENDA ITEMS

The following procedure for consideration of agenda items shall be observed, however, it may be rearranged by the Chair for individual items if necessary for the expeditious conduct of Commission business.

1. Chair summarizes the planning case and asks for requests for staff presentation of case report.
2. Chair requests if petitioner wishes to make presentation.
3. Public hearing, if applicable. Any parties interested in planning case make presentations.
4. Planning Commission discusses case asking any questions it may have of petitioner, interested parties or staff and then votes on planning case.

L. ROBERTS RULES OF ORDER

Roberts Rules of Order are hereby adopted for the government of the Commission in all cases not otherwise provided for in these rules.

M. RULES MAY BE AMENDED

These rules may be amended at any Commission meeting by a vote of the majority of the entire Commission membership.

Considered and approved this 19<sup>th</sup> day of January, 2012.

PLANNING COMMISSION  
CITY OF COON RAPIDS, MINNESOTA

PLANNING COMMISSION  
INTERNAL PROCEDURES AND POLICIES-2012

A. PROCEDURE

1. Rules of Order

At the beginning of each year the Planning Commission shall establish commission meeting rules of order that will address themselves to meeting dates, times, length and minutes.

2. Meeting Attendance

Planning Commission members are expected to attend regularly the regular and work session Commission meetings. The Commission Chair shall seek the removal of any member not regularly attending Commission meetings.

3. Members Education

- a. The Planning staff shall provide to each new Commission member a packet of information to orient the member with the plans, terminology and policies of the City's planning program. An orientation meeting shall be conducted with the new Commission member with the Director of Community Development and the Commission Chair.
- b. Seminar Attendance - Commission members will be expected to attend planning seminars and schools to acquaint themselves with planning matters.
- c. Interested Commission members will chair one or more cases per year to familiarize themselves with the role of the chair.

4. Staff Attendance at Commission Meetings

A minimum of one staff member from the Community Development is expected to attend the Commission's regular monthly meetings. Staff members from the Engineering and Legal Departments are expected to attend as needed.

5. Annual Planning Commission Tour

The Commission may conduct an annual tour to visit and evaluate items or projects of mutual planning interest in the City or other metropolitan area communities.

6. Commission Attendance at Planning Conferences

A maximum of two (2) Commission members may attend the Annual Planning Conference or regional planning conference as appropriate.



7. Agenda Delivery

The Commission's agenda shall be received by Commission members sufficiently before each Commission meeting so that the Commission members have adequate time to review the Agenda before the meeting.

8. Review of Agenda

Commission members are expected to be familiar with the Commission agenda prior to the Commission meeting.

9. Review of Agenda Sites

Each Commission member should make every effort to view those sites being discussed at a Commission meeting prior to the meeting if he or she is not personally familiar with the sites. A Commission member shall not visit a site with a planning petitioner except that the Commission may visit a site as a whole or designate a subcommittee of two or more to visit a site with a petitioner provided such meeting is an open meeting, the *Coon Rapids Herald* is notified of such meeting and the visit shall be noted as a publicly held field trip in the minutes of the meeting.

10. Annual Commission Report

The Commission shall provide an annual report to the City Council. Such report shall describe the Commission's activities over the previous year. The report shall be approved by the Commission and submitted to the Council by the Commission Chair.

11. Joint Meetings with City Council

As necessary and appropriate, the Commission will request joint meetings with the City Council to discuss concepts, issues or projects of mutual interest or concern.

12. Joint Meetings with City Advisory Commissions

The Commission may seek joint meetings with the City's various advisory commissions when major items of mutual interest arise.

13. Joint Meetings with Planning Commission of Surrounding Cities

The Commission may seek joint meetings with the Planning Commissions of surrounding cities when major items of mutual concern arise.

B. PLAN CONSIDERATION

1. Plan Submittal

The Planning staff shall not place a petitioner on the Commission agenda unless necessary plan materials have been submitted to staff and sufficient time is provided to staff to review and evaluate them before the preparation of the Commission agenda.

2. Plan Modification Between Planning Commission and City Council Meeting

Should any major change in a plan be made between the action by the Planning Commission on such plan and the City Council's consideration of such a plan, the plan should be returned to the Planning Commission for a new Planning Commission review.

3. Plan Compliance

The noncompliance with a City approved plan by a petitioner should result in prompt staff action to achieve compliance with the plan.

4. Plan Design

The Planning Commission does not wish to be put in the position where it is requested to design an acceptable plan for a developer during the site plan consideration at a Commission meeting.

5. Plan Review of Public Uses

Shall be considered similarly to the review of private land uses.

C. CITIZEN PARTICIPATION

1. Public Information Meetings

The Planning Commission will actively solicit citizen participation in the City's Comprehensive Planning Process. The Commission has determined that the best means to achieve this is by holding formal public hearings and may in some instances hold public information meetings as part of the process.

2. Public Comment on Public Hearing and Non-Public Hearing Items

The Commission will receive comments at its regular meetings on public hearings and non-public hearing items provided such comments are germane to such items. The number and duration of such comments will be subject to the discretion of the Planning Commission Chair.

D. GOVERNMENTAL AND PUBLIC USE PLANS

1. Transportation Planning

The Planning Commission wishes to give consideration and recommendation on the question of new streets, street extensions or major street realignment.

2. School Planning

The Anoka-Hennepin District 11 is encouraged to seek closer ties with the City of Coon Rapids in the planning of new school site locations.

3. Other Governmental and/or Public Use Planning

All governmental units are encouraged to seek closer ties with the City of Coon Rapids in the planning of new development proposals.

E. DEVELOPMENT PLANS

1. Comprehensive Development Plan

The current Coon Rapids Comprehensive Development Plan was adopted in August, 2009. The Comprehensive Plan, and subsequent amendments to it, constitutes the formal position of the City on future development goals and objectives and on official City plans, policies and strategies for land use, housing, transportation, sanitary sewer, parks and plan implementation. The Planning Commission is committed to maintaining the continued relevance of the City's adopted Comprehensive Plan and to conducting on-going activities to support the implementation of this Plan.

2. Mississippi River Critical Area Plan

The current Plan for the Mississippi River Critical Area was adopted on August 2, 2000. The Planning Commission is committed to maintaining the continued relevance of the City's adopted Plan for the Mississippi River Critical Area and to conducting on-going activities to support implementation of this Plan.

F. RECOMMENDATION TO CITY COUNCIL ON COMMISSION APPOINTMENTS

1. The Commission will respectfully decline to provide any formal recommendation on the reappointment of current members, appointment of new members and the appointment of the Chair to the City Council.
2. Individual Commission members with expiring terms may personally communicate

their desires for continued Planning Commission service to the City Council.

3. The Planning Commission suggests that the City Council consider the following criteria in evaluating the reappointment of current Commission members or considering new appointments to the Commission:
  - a. Awareness of the time demanded for the position and the ability to regularly attend meetings.
  - b. Concern for the future of the City.
  - c. Ability to be objective and balance immediate concerns of developers and citizens with broad City development objectives.
  - d. Possess no narrow special interests that could produce potential conflict of interest during general planning or development review activities.
  - e. Ability to function under pressure and make potentially unpopular decisions.
4. The Planning Commission chooses to not formally evaluate their peers when the City Council may be considering the reappointment of current members. However, if the City Council has any specific concerns about the performance of existing Commission members being considered for reappointment, the Commission suggests that the Chair be contacted about any concerns first. Other Commission members would also be willing to discuss any concerns if deemed necessary by the City Council.
5. In considering the appointment of the Planning Commission Chair, the Commission suggests the City Council should feel free to contact individual Commission members about their personal preferences concerning the Chair appointment.

Considered and approved this 19<sup>th</sup> day of January, 2012.

PLANNING COMMISSION  
CITY OF COON RAPIDS, MINNESOTA



**Planning Commission Regular**

**Meeting Date:** 01/19/2012

**SUBJECT:** Approval of Minutes of Previous Meeting - 12/15/11

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**Attachments**

12/15/11

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## **COON RAPIDS PLANNING COMMISSION MEETING OF DECEMBER 15, 2011**

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The regular agenda meeting of the Coon Rapids Planning Commission was called to order by Chairman Naeve at 6:30 p.m.

Members Present: Chairman Naeve, Commissioners Jenny Geisler, Cedric Lattimore, Jonathan Lipinski, Wayne Schwartz, and Julia Stevens.

Members Absent: Commissioner Margaret Murphy.

Staff Present: Community Development Director Marc Nevinski; Planner Scott Harlicker.

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1. PLEDGE OF ALLEGIANCE

2. ADOPTION OF THE AGENDA

MOTION BY COMMISSIONER SCHWARTZ, SECONDED BY COMMISSIONER STEVENS, TO ADOPT THE AGENDA AS PRESENTED. THE MOTION PASSED UNANIMOUSLY.

3. APPROVAL OF THE NOVEMBER 17, 2011 REGULAR MINUTES

Commissioner Geisler requested a correction on Page 4, paragraph 2, adding “could” be combined to the sentence.

MOTION BY COMMISSIONER GEISLER, SECONDED BY COMMISSIONER LIPINSKI, TO APPROVE THE PLANNING COMMISSION MINUTES OF THE REGULAR MEETING OF NOVEMBER 17, 2011, AS CORRECTED. THE MOTION PASSED UNANIMOUSLY.

4. CONDITIONAL USE PERMIT

4A. PLANNING CASE 11-32 – STEVE CULLEY – CONDITIONAL USE PERMIT FOR A COMMERCIAL PRINTING AND EMBROIDERY SHOP WITH RETAIL SALE OF APPAREL – 295 NORTHDAL BOULEVARD – PUBLIC HEARING

It was noted the applicant is requesting a conditional use permit to operate a business that includes commercial screen printing, embroidery and retail sale of apparel. The applicant will be converting an existing commercial building. Staff reviewed the site plan in detail noting the proposed use met the city’s parking requirements.

Planner Harlicker added two conditions for approval requesting the commission require the applicant to place a landscape hedge along Northdale Boulevard and require the applicant to have a dumpster enclosure on site

Commissioner Schwartz asked where the dumpster enclosure would be located on site. Planner Harlicker reviewed the location of the dumpster enclosure with the Commission.

Steve Culley, the applicant, thanked the Commission for reviewing the conditional use permit this evening. He indicated there would be 10 full time employees working out of this location.

Commissioner Geisler requested further information on the printing business. Mr. Culley stated the primary business was sports and business apparel with both printed and embroidered logos.

Chairman Naeve opened and closed the public hearing at 6:36 p.m., as no one wished to address the Planning Commission.

Chairman Naeve asked if a condition should be added stating the apartment cannot be used as a residence. Planner Harlicker felt this would be appropriate.

Commissioner Geisler indicated the conditional use permit requires that the business not produce dangerous or detrimental noises, pollution, etc. She requested further information on the operations of the business and if the neighboring properties would be affected. Mr. Culley stated outside of the building, a passer-by would not hear or smell anything. However, inside the building, a "print shop" smell would be apparent. He explained that all safety measures were taken in dealing with the ink and cleaning chemicals for the screens.

Chairman Naeve asked if the shared access with the City water plant had easements in place. Planner Harlicker noted he spoke with the Engineering Department and a shared access agreement was in place and would be transferred to the new property owner. Chairman Naeve asked if the agreement could be added as condition. Mr. Harlicker stated this agreement transfer could be added as a condition for approval.

Commissioner Lattimore asked if the exterior of the building would be refurbished. Mr. Culley stated his intention would be to paint the building white with black trim. He noted the dumpster enclosure would match the buildings color scheme.

Commissioner Schwartz questioned if the accessory building would be painted as well. Mr. Culley noted the accessory building would be painted to match the main building.

Commissioner Schwartz inquired if additional employees would be added to the site in the near future. Mr. Culley indicated the move was not a business expansion but rather a relocation. He hoped to hire a retail manager in the future to work with selling apparel onsite.

**MOTION BY COMMISSIONER STEVENS, SECONDED BY COMMISSIONER GEISLER, TO APPROVE PLANNING CASE 11-32, THE PROPOSED CONDITIONAL USE PERMIT BASED ON THE FINDING THAT IT MEETS THE STANDARDS OF CITY CODE SECTION 11-316, WITH THE FOLLOWING CONDITIONS:**

1. ALL APPLICABLE BUILDING AND FIRE CODES MUST BE MET.
2. THE CITY COUNCIL APPROVAL OF THE PROPOSED LAND USE AMENDMENT AND ZONE CHANGE FROM OFFICE TO COMMUNITY COMMERCIAL.
3. THE APPLICANT SHALL PLACE A LANDSCAPE HEDGE ALONG NORTHDAL E BOULEVARD.

4. THE APPLICANT SHALL HAVE A DUMPSTER ENCLOSURE ON SITE WITH PLANS SUBMITTED TO CITY STAFF.
5. THE APARTMENT CANNOT BE USED AS A RESIDENCE.
6. DOCUMENTATION IS INCLUDED IN THE FILE THAT VERIFIES THE ACCESS AGREEMENT BETWEEN THE CITY AND PROPERTY OWNER AT 295 NORTHDAL E BOULEVARD.

THE MOTION PASSED UNANIMOUSLY.

This is a decision made by the Planning Commission and shall stand unless appealed to the City Council within ten days after notification of the decision.

5. OTHER BUSINESS

Community Development Director Nevinski reviewed his Planning Letter and how commuter train ridership and bus transportation may be changing in the community.

Commissioner Lattimore questioned what green initiatives the City was investigating or using at this time. Community Development Director Nevinski stated the Sustainability Commission was reviewing options available for the City. He noted no formal policies were in place at this time as further cost/benefit analysis needed to take place.

Chairman Naeve asked if the parking concerns at the Ice Arena had been addressed by the City. Community Development Director Nevinski explained that the site plan parking numbers assumed overflow parking at the Big Lots site. He indicated there would be three large events at the Ice Arena this season which would require additional parking. He stated the Council would be discussing this issue further at the December 20<sup>th</sup> City Council meeting.

6. TENTATIVE JANUARY AGENDA

Noted.

MOTION BY COMMISSIONER STEVENS, SECONDED BY COMMISSIONER LIPINSKI, TO ADJOURN THE MEETING AT 6:52 P.M. THE MOTION PASSED UNANIMOUSLY.

Recorded and Transcribed by,  
Heidi Guenther  
Planning Commission Recording Secretary